

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0447882

Date Posted: 06/17/13

POSITION NO: 240983

Closing Date: 06/28/13

CLASS CODE: 1859

POSITION TITLE: EDUCATION DATA NETWORK SPECIALIST

DEPARTMENT NAME: Department of Dine' Education

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: Monday-Friday

Permanent: ☒

SALARY:

Hours: 8:00AM - 5:00PM

Temporary: ☐

Duration: Annual \$ 41,516.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of considerable difficulty in establishing and maintainig a Navajo Education Information System (NEIS) SQL server and related databases. Store, transmit and track academic performance of enrolled Navajo students in all school systems seving the Navajo Nation utilizing SQL. Plans, develops the Department of Dine' Education computer network infrastructure. Responsible for installing, configuring and maintaining operating system, workstations, and servers, including web server, in support of business processing requirements. Performs software installations and upgrades and maintains them in accordance with established IT policies and procedures. Schedules installations and upgrades, performs testing of software products, monitors and tunes the system environment to achieve optimum performance levels, ensures, workstations/server data integrity by evaluating, implementing and managing approparite software and hardware solutions, ensures data/media recoverability by implementing a schedule of system backups and database archive operations, develops and maintains a comprehensive operating system, hardware and software configuration, creating a database/library of all supporting documentation, oversees the computer network connectivity with other educational entities; plans connectivity infrastructure with schools for periodic reporting of data, sharing of data, reporting and accessing information, conducts management and coordination of NNDODE program computer network initiatives. Provides professional development training to staff and other interested parties (school IT personnel, teachers, board members and other interested parties).

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelor's degree in Computer Science or a closely related field; and

**Experience:**

Two (2) years progressive experience in data management and network systems; or an equivalent combination of education, training and experience which provides the capabilities to perform the prescribed duties. ***(To receive full credit for education, certification, or licensure, transcript copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Must have experience and extensive knowledge in various flavors of SQL (i.e., MYSQL, POSTGRES, Microsoft SQL). Knowledge of principals, practices and techniques of computers, network and network equipment, knowledge of current technology products utilized in network management, knowledge of local and wide area networks LAN/WAN, internet/intranet and data communications, computer operating systems, software packages and software utilities.

**License/Certification Requirements:**

Must possess a valid State Driver's Licence and within 90 days of employment, must obtain a valid Navjao Nation Operator's permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*